ROLE DESCRIPTION

Job Title	Junior Project Manager - AI
Salary Band	SCP 27-32
Reporting to	Chief AI Officer
Directorate	Corporate Services
Service Area and sub area	Delivery and Assurance Unit
Team	AI Programme
Political Restriction	None

1. Primary Purpose of the Post
This role will support the effective coordination and delivery of projects within the Liverpool City Region Combined Authority (LCRCA) AI Programme, helping to translate strategic ambition into practical, well-governed delivery. The post holder will contribute to the initiation, management, and delivery of AI-enabled projects in a public-sector context, with a strong emphasis on responsible, ethical, and transparent use of AI.   The role will suit an early-career project professional who is delivery-driven, highly organised, and comfortable working in ambiguous and fast-moving environments, and who is able to work confidently alongside technical specialists without being a technical expert themselves.

2. Your responsibilities
- Support the delivery of AI-related projects and workstreams from initiation through to close, ensuring progress against agreed time, cost, quality, and governance requirements.   - Manage smaller projects and defined work packages, and support larger, more complex initiatives led by CAIO and Project Managers.   - Maintain project management artefacts including plans, milestones, risks, issues, dependencies, actions, and decisions.   - Develop a working understanding of AI concepts to support documentation of delivery, ethical, operational, and reputational risks.   - Work effectively with technical and non-technical stakeholders.   - Produce clear, high-quality written outputs including documentation and reports.   - Support proportionate governance in line with public-sector requirements.   - Support budget monitoring, procurement, and contract management.   - Contribute to continuous improvement of delivery approaches.   **The role holder may be required to undertake any other appropriate duties as deemed necessary.**

3. General Corporate Responsibilities	

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Job Title: Junior Project Manager

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) supported by certifications	D	A

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Coordination or project support experience	E	A / I / P
Exposure to AI-enabled or digital transformation work	D	A / I / P
Experience in digital, data, technology, or innovation projects	E	A / I / P
Experience using project management methodology and tools including tracking project plans, risks, issues, decisions, change control, lesson learned, monitoring and evaluation.	D	A / I / P
Good interpersonal skills, including the ability and confidence to adapt appropriately to people at all levels.	E	A / I / P
Good verbal and written communication skills with attention to detail and experience of drafting business cases, project initiation documents, options appraisals and project highlight reports.	E	A / I / P
Organisation and ability to plan ahead	E	A / I / P
Knowledge/experience of local government / public sector governance and decision-making processes.	D	A
Skills, abilities and personal attributes	**E = Essential D = Desirable**	**Identified By**
Excellent organisational skills	E	A / I
Ability to work in ambiguous, fast-moving environments	E	A / I

	E	A / I
Excellent digital skills with proven ability in all Microsoft Office products and familiarity with collaborative working solutions (e.g. SharePoint, Teams)	E	A / I
Confident and able to make decisions based on evidence.	D	A / I
Personable and professional, leads by example.	D	A / I

Commitment and Behavioral Competencies	E = Essential D = Desirable	Identified By
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and work to deadlines; strong time management skills are essential	E	A / I
Curious about AI, particularly in a public sector context, will need to show understanding of complexities of solutions for the public sector	E	A / I
Evidence and commitment to continuous personal and professional development.	D	A / I

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation	AC – Assessment